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OTR

OFFICE OF TRAINING REGULATION NO. 25-11

12 January 1960

SUBJECT : CANCELLATION OR CHANGE IN DATES OF COURSES

1. GENERAL

This regulation establishes policy, responsibilities, and procedures for canceling or changing dates of officially announced OTR courses.

2. POLICY

It is the policy of the Office of Training to satisfy, to the maximum extent, training requirements placed on us in the form of accepted registrations for scheduled courses. Cancellation or change of dates of courses in which students have enrolled requires approval of the Director of Training or his designee.

3. RESPONSIBILITIES AND PROCEDURES

a. Cancellation of Courses

- (1) When it becomes impracticable to conduct an announced course because of insufficient registrations or other adverse circumstances, the Chief of the School responsible for the course will submit a memorandum to the Director of Training, through the Registrar, in which he requests approval for cancellation. The memorandum will include reasons for canceling and a suggested plan for meeting the needs of personnel who have already registered for the course. Upon approval by the Director of Training, the Registrar will notify the Chief of the School. The School Chief will be responsible for informing guest lecturers, instructors and others concerned with presentation of the course. The Registrar will be responsible for informing Training Officers, supervisors, and others directly concerned with registration.
- (2) In the event there are no applications for an announced course as of the final registration date, the course may be canceled through informal coordination between the Registrar and the Chief of the School responsible for the course. The School Chief will be responsible for appropriate notification of all personnel connected with the presentation of the course.

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The Registrar will inform the Director of Training and other officials interested in the particular program.

b. Changes in Dates of Courses

- (1) Changes in scheduled dates of courses for which enrollments have been accepted will be effected through the same procedures, outlined in paragraph 3a (1), that apply for cancellation of courses.
- (2) In the case of courses for which there are no enrollments, dates will be changed through informal coordination between the responsible School Chief and the Registrar.



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MATTHEW BAIRD  
Director of Training

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